



# FAIREXX

LOGISTICS  
FOR EXHIBITIONS

## ICNC 2011

Amsterdam / The Netherlands

15 - 18 May 2011

## SHIPPING MANUAL

## Consigning of shipments & Deadline dates



### Airfreight

Your **airfreight shipments** should arrive at Amsterdam airport not later than

[5 working days before desired delivery to booth](#)

Ø Consignee Address: FAIREXX – Logistics for Exhibitions BV  
De Trompet 1540  
NL- 1967 DB Heemskerk / The Netherlands  
Tel.: +31-251 2500 60  
Fax: +31-251 2500 65

Notify : ICNC 2011 / *Exhibitors Name*  
*Hall / Stand Number*

Please send your shipments prepaid, on own Masterairwaybill, consigned to above mentioned address. 3 original Invoices should be attached to the MAWB.

Pre-advices please send to us at least three days before arrival in Amsterdam

by Telefax: +49 (0) 30 44 03 47 79

- Copy of Airwaybill / Flight details
- Copy of invoice / packing list

### Groupage & courier shipments (via advanced warehouse) :

should arrive at the warehouse not later than :

[4 working days before desired delivery to booth to the address as follows :](#)

Ø warehouse address: FAIREXX – Logistics for Exhibitions BV  
De Trompet 1540  
NL- 1967 DB Heemskerk / The Netherlands  
Tel.: +31-251 2500 60  
Fax: +31-251 2500 65

Notify : ICNC 2011 / *Exhibitors Name*  
*Hall / Stand Number*

### Full Trailer Loads (Direct to venue) :

should arrive directly at fairsite Amsterdam (RAI Amsterdam), in accordance with the official Build-Up Dates and Times.

venue address : ICNC 2010 c/o Fairexx Logistics  
Amsterdam RAI Exhibition Centre  
Europaplein 22 - Entrance: Congress  
NL - 1078 GZ Amsterdam / The Netherlands

c/o Sandra Günther Tel. +49-173-609 25 83

Notify : ICNC 2011 / *Exhibitors Name*  
*Hall / Stand Number*

Pre-advices for your Roadcargo Shipments please send to us in advance by Telefax: +49 (0) 30 44 03 47 79

- Trucking details (Truck no., haulier, ETA)



### Roadfreight / Courier

## Case Marking

### **All your Packages should be clearly marked as follows:**

- Ø Name of Exhibitor
  - Ø ICNC 2011 Amsterdam
  - Ø Hall and Stand number
- addressed to:** FAIREXX Logistics for Exhibitions BV  
De Trompet 1540  
NL- 1967 DB Heemskerk  
The Netherlands

1 of .... / 2 of ... / 3 of ... etc.



### **Documentation required for Customs Clearance**

For shipments outside of the EC , we require the following Documents for the customs clearance:

- Ø 3 Originals of Proforma Invoice / packing List in English, showing : No. of units / weights / sizes / total no. of boxes / values / full description of items in English
- Ø separate Invoices for Temporary Importation (Exhibits) and Permanent Importation (consumables, advertisings)

**Proforma Invoices must be addressed to :**

FAIREXX Logistics for Exhibitions BV  
De Trompet 1540  
NL- 1967 DB Heemskerk / The Netherlands  
for show : ICNC 2011 Amsterdam  
Name of Exhibitor / Hall & Booth No.

- Ø if necessary: Certificat of Origin (Form A / EUR.1)
- Ø if necessary: Special certificates (health / veterinary)

All exhibits / material entered under temporary importation are subject to control and examination by dutch customs for Inward and Outward movements.

Any Exhibit remaining in The Netherlands or the EU after closure of the Exhibition are subject to Duties and / or Taxes. Payments must be guaranteed prior to removal of goods from the Exhibition venue.

**Please send a full pre-advice at least one day before arrival to:**

Fax : ++49 - 30 44 03 47 79 , attn. Sandra Günther  
e-mail: sandra.guenther@fairexx.de

## Customs Clearance



## Courier

We strongly recommend Exhibitors not to send Courier shipments direct to your stand unless you have a member of your staff present to receive them.

If you do send goods by courier we suggest that you send them to our warehouse-adress mentioned under Roadfreight.

For shipments sent directly to the stand no liability is accepted.

## Further information

### Insurance

We strongly recommend that all exhibitors arrange Insurance cover to include Transit to and from the exhibition, whilst on display and in storage.

Please contact us for further information and rates.

### Late arrival surcharges

Any shipments arriving after our deadlines that require Customs clearance will be subject to a late arrival surcharge of 25% on our official handling tariff.



## Payment

### Please note following methods of payment accepted:

- Ø Bank Transfer : pls provide a copy of the Transfer Statement
- Ø Credit Card : pls inform us of your card details in advance (not for customs expenditures unless with an additional service fee!)
- Ø Cash : all major currencies accepted



## Basic Conditions

### Basic Conditions of Contract

- Ø All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the SLVS - liability policy, in conjunction with the conditions and rates for trade fair transportation.
- Ø All special transport and crane services are based upon the „Basic conditions of contract for special transport and crane services - BSK“ latest edition.
- Ø The liability of FAIREXX Logistics for Exhibitions GmbH as Fairs & Exhibitions Forwarder, ceases with deposit and restarts with collection of the freight at the exhibition stand, unconsidered of the exhibitors absence at the stand, irrespective of the submission of waybills at the exhibition forwarding agent's office. Place of jurisdiction AG Gelsenkirchen- Buer for both sides.
- Ø Our invoices will be due immediately after issuance without any further notice according to ADSp. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event or before return shipping of their exhibits.



Please Contact our Office:

All Pre-advices should kindly be sent 3 days prior to the arrival dates in Amsterdam by Telefax or email to :

Contact Details

FAIREXX GmbH  
Marienstrasse 28  
12207 Berlin  
Germany

FAX ++49 (0)30 44 03 47 79

TEL ++49 (0)30 44 03 47 12

Sandra Guenther [sandra.guenther@fairexx.de](mailto:sandra.guenther@fairexx.de)